

# BULLETIN

SUMMER 2007

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## ATTENTION BOILER, ELECTRICAL, ELEVATOR, MECHANICAL, AND PLUMBING LICENSEES!

It is the responsibility of each licensee to notify the bureau of a change of address. It is extremely important to provide notification prior to the bureau's licensing renewal period as license renewals will be mailed to the address currently on file. Renewals returned to the bureau will be held until a licensee contacts the appropriate division within the bureau. Questions may be directed to the Boiler Division (517/241-9334); Electrical Division (517/241-9320); Elevator Safety Division (517/241-9337); Mechanical Division (517/241-9325); and the Plumbing Division (517/241-9330) respectively.

## STATE HOLIDAYS OFFICES CLOSED:

SEPTEMBER 3  
NOVEMBER 12

## DIRECTOR'S COLUMN - HENRY L. GREEN

### WORKING THE FRONT DESK

Recently, I had the opportunity and pleasure of working along side of our front desk staff, taking in permit applications, processing permits, book orders and answering questions of the public who sought information on the permitting and inspection processes.

Working with the staff was educational and gave me a first hand view of what goes on daily at the front desk. It was not simply a show, but they put me through the paces to show me how we process permit applications, develop our mailings and recordkeeping.

These dedicated individuals work hard each day to address the concerns of those who come to the counter and call in for information. They respond to questions with prompt courtesy and professional information. They direct calls to the appropriate program area or provide the required information to make the process as painless as possible.

Changing roles from being the director to working as a "permit technician" was enjoyable from two stand points. First, I was able to gain a full appreciation for the work these professionals do; and secondly, I was relieved of the daily task of managing the program. Don't get me wrong, I have a very enjoyable responsibility, but it was intriguing and educational to serve as a permit technician.

To the staff members working in the Office of Management Services, congratulations on a job well done. To the members of the public who call in or visit our offices, let me assure you, these dedicated staff members work hard every day to make sure your permits are issued, your code books are sent out and yes, your refunds are processed in a timely manner.

I would recommend to all directors of code programs and code officials to engage themselves for a day in the front line duties of their permit operations and front desk activities. You will be a better manager for it, and staff may feel a little more connected.

# BOILER DIVISION

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## SAFETY AND SAFETY RELIEF VALVES - YOUR LAST LINE OF DEFENSE

By Robert Aben, Chief

### Boiler Division

Within the boiler industry, safety and safety relief valves are considered one of the most important safety components of a boiler. These valves are literally YOUR LAST LINE OF DEFENSE against catastrophic failure of the pressure parts of a boiler should other controls and safety devices fail.

The frequencies for testing required by the National Board Inspection Code (NBIC) as referenced in R 408.4566 of the Michigan Boiler Rules are not arbitrary figures without support of the standards writing industry. The basis for the testing frequency comes from nationally recognized standards as well as some valve manufacturer maintenance instructions.

The NBIC Part RB, Sub-part RB-8000 lists the following testing frequency of safety and safety relief valves: Manual testing every 6 months for power boilers operating at less than 400 psi; low pressure steam heating and hot water heating boilers should be tested every 3 months; and water heaters should be tested every 2 months.

Excerpted from NBIC

NOTE: The frequencies specified for the testing of pressure relief valves on boilers is primarily based on differences between high pressure boilers that are continuously manned and lower pressure automatically controlled boilers that are not

monitored by a boiler operator at all times. When any boiler experiences an over-pressure condition such that the safety or safety relief valves actuate, the valves should be inspected for seat leakage and other damage as soon as possible and any deficiencies corrected.

Inspection experience indicates failure of a safety or safety relief valve to re-seat after a manual test is usually caused by contaminants in the water or steam in the boiler. These contaminants prevent the valve from operating properly and are most often caused by inadequate boiler maintenance, e.g. regular blow-down, proper water treatment etc. Infrequent testing of the valve can cause contaminants to build up at the valve seat also preventing it from functioning properly. The lack of proper testing of these valves is the most common cause of inoperable valves.

The owner or user of a boiler is required to ensure that the boiler is properly maintained and safely operated. The boiler law places the responsibility directly on the owner or user to ensure that the testing of controls and safety devices are conducted in accordance with the requirements of R 408.4566 of the Administrative Rules.

Questions should be directed to the Boiler Division at (517) 241-9334.

# ELEVATOR SAFETY DIVISION

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## PRIVATE RESIDENCE ELEVATORS - HOME ELEVATORS

By Calvin W. Rogler, Chief

### Elevator Safety Division

The Elevator Safety Division has been asked to provide the following information regarding the proper installation of Private Residence Elevators.

More and more home homeowners are purchasing Private Residence Elevators (home elevators) for installation into their homes. The Michigan Building Code requires these elevating devices to comply with the current Michigan Elevator Laws and Rules. Currently, the standard used for compliance is the American Society of Mechanical Engineers (ASME) A17.1-2004, Safety Code for Elevators and Escalators along with the Michigan Elevator Rules. There should be a Code Data Plate on the elevator equipment which indicates the edition of the A17.1 Standard to which it was built.

Every Private Residence Elevator installed in a private residence must be installed to the requirements of the Michigan Elevator Rules. Before an installation may begin, a State of Michigan licensed elevator contractor must obtain an approved "Elevator Installation Permit" from the Elevator Safety

Division. A copy of the "approved permit" shall be posted on the jobsite during the installation. The installation must be performed by a licensed elevator journeyman, working for the elevator contractor that obtained the installation permit.

After installation and before the device may be used, it must be inspected by and tested in the presence of a general elevator inspector working for the Elevator Safety Division. The device must receive an approval from the elevator inspector prior to being placed into service and used by the owner.

If you are considering buying a Private Residence Elevator you should carefully research the company. Do not be afraid to ask to see their elevator journeyman and/or elevator contractor license to assure they have the proper license to install the device. This approach may end up saving you significant expenses in the long run.

If you have questions or concerns with regards to the installation of a Private Residence Elevator in your home, please feel free to call the Elevator Safety Division at (517) 241-9337.

# BUILDING DIVISION

## DEQ AND DLEG PROGRAM RESPONSIBILITIES FOR MANUFACTURED HOUSING COMMUNITIES



**By Larry Lehman, Chief  
Building Division**

The State of Michigan's role in oversight of manufactured housing communities (MHC's) involves two principal departments in state government: Department of Environmental Quality (DEQ) and Department of Labor and Economic

Growth (DLEG). Over the last several months, both departments have held meetings and discussions between themselves and the industry to discuss concerns and to fully coordinate inspection processes. Based on a review of both agencies' laws and rules, the previous notification regarding the inspection of MHC's is being replaced. Listed below are the responsibilities of both departments as well as coordination points between the two departments with special emphasis upon water and sewer systems within MHC's.

### (A) Water supply system:

- DEQ will maintain oversight, including complaint resolution, for water supply systems in certain MHC's as set forth under the Safe Drinking Water Act. More specifically, DEQ will maintain oversight and responsibility for all MHC's with community water systems (i.e. private well systems) estimated at approximately 400 MHC's including the water supply distribution system piping in the MHC. DEQ will retain indirect involvement of MHC's whose water systems are owned by a municipality through its oversight of the municipal water supply. However, DLEG is responsible, including complaint resolution, for MHC owned water supply piping systems that are connected to municipal water systems. New MHC's or MHC additions will apply to DLEG for permits for those water supply lines which are owned by the MHC and connected to municipal systems. Such water supply systems will be required to comply with DEQ standards/requirements for installation of the water supply lines.

- DEQ agrees to notify DLEG of chronic drinking water problems occurring within the 400 MHC's having community water systems, and also when they become aware of a problem involving a municipal water supply related to licensure.

### (B) Sewage Collection and Disposal System:

- DEQ will maintain oversight of MHC's which have proprietary sewage treatment plants including the sewage discharge. However, DLEG is responsible for all sewer

lines connected to this type of system. New MHC's or MHC additions will apply to DLEG for permits for sewer lines and will be required to comply with DEQ standards/requirements for installation of the sewer lines. The MHC resident is responsible for the sewer line connection between the unit and the MHC sewer line.

- DEQ does not have responsibility for sewage collection systems connected to municipal sewer lines. The local municipality is responsible for problems occurring between the connection of municipal sewer line and the MHC line. DLEG is responsible for sewer lines within the MHC's connected to municipal sewer systems. New MHC's or MHC additions will apply to DLEG for permits for sewer lines in this area and will be required to comply with the DEQ standards/requirements for installation of sewer lines.

- DEQ will maintain responsibility for certain below grade septic systems. DEQ will maintain oversight, including issuance of permits, for below grade sewage systems discharging over 10,000 gallons. Local health departments are responsible for approval of permits for MHC septic systems under 10,000 gallons. DLEG is responsible for sewer lines within the MHC's for all systems. The MHC resident is responsible for the sewer line connected between the unit and the MHC sewer line.

(C) DLEG will maintain its responsibilities under the Governor's Executive Order for:

- Drainage
- Garbage and Rubbish Storage and Disposal
- Insect and Rodent Control
- General Operation and Maintenance and Safety
- Certificate of Compliance

(D) DLEG is responsible for Coordination of Plan Approvals. For new MHC construction, DLEG will continue to coordinate with other state and/or local governmental entities for approvals prior to issuance of construction permits.

(E) DLEG is responsible for Conducting Annual Inspections of MHC's for items outlined in (C) above.

(F) DLEG will grant certificates of compliance based upon its Annual Inspections and Coordination/Notification with DEQ regarding outstanding issues or concerns regarding water and waste water problems within MHC's under DEQ jurisdiction.

Questions regarding this article may directed to the Building Division at (517) 241-9317.

# ELECTRICAL DIVISION

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## UNLICENSED ELECTRICAL CONTRACTORS

By **Virgil Monroe, Chief**  
**Electrical Division**

In slow economic times such as today, people who are out of work look for ways to generate an income. However, if you are a registered electrical apprentice, an electrical journeyman, or an electrical master, contracting for electrical work without being duly licensed is a position to weigh heavily.

The Electrical Administrative Act, P.A. 217 of 1956, describes the possible consequences of this action. First of all, Section 7 (1) states, "Except as otherwise provided in this act or in subsection (3), a person, firm, or corporation shall not engage in the business of electrical contracting unless the person, firm, or corporation has received from the board or from the appropriate municipality an electrical contractor's license."

Further, Section 7 (2) states, "Except as otherwise provided in this act or in subsection (3), a person, other than a person licensed under this act and employed by and working under the direction of a holder of an electrical contractor's license, shall not in any manner undertake to execute any electrical wiring." This also includes registered electrical apprentices as allowed by the act who are under the direct supervision of an electrical journeyman or master electrician.

Section 8b (1) gives the department the authority to investigate the activities of a person licensed or registered under this act.

Section 8b (2) states, "After a hearing under Act No. 306 of the Public Acts of 1969, the board shall proceed under section 8e against a person if the board finds that 1 or more of the following grounds for board action exist". One of the grounds is stated in Section 8b (2)(d), "A violation of this act or rules promulgated under this act except in the case of minor violations as described in section 8c." Therefore, contracting without being duly licensed is a violation of the act.

What does this mean? If a person is found to be contracting for electrical work without being duly licensed, the board will impose 1 or more of the sanctions as described in Section 8e, which are:

- (a) Suspension of the license or registration issued under this act.
- (b) Denial of the license or registration required under this act.
- (c) Revocation of the license or registration issued under this act.
- (d) Restitution.

Therefore, if you violate the act, prepare to pay the consequences.

Questions should be directed to the Electrical Division at (517) 241-9320.

# MECHANICAL DIVISION

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## EQUIPMENT AND APPLIANCES ON ROOFS OR ELEVATED STRUCTURES

By **Tennison Barry, Chief**  
**Mechanical Division**

This article provides an explanation of Section M306.5 of the Michigan Mechanical Code. Section M306.5 requires equipment located more than 16 feet above grade or floor level to have a permanently approved means of access. Such access shall not require climbing over obstructions greater than 30 inches high or walking on roofs having a slope greater than 4 units vertical in 12 units horizontal.

Some have interpreted this section to require a permanent means of access whenever the equipment is located more than 16 feet from grade level. This is not a true statement. For example, consider a building which is 5 stories in height

and the fifth floor has a mechanical room. If you interpret Section M306.5 as requiring the height measurement to be taken from the ground it would require a permanent ladder at the equipment on the fifth floor regardless of the height above the fifth floor.

In conclusion, Section M306.5 does not require permanent access to equipment located less than 16 feet above floor level, even if the floor level happens to be the fifth floor of a building.

Questions should be directed to the Mechanical Division at (517) 241-9325.



# OFFICE OF LOCAL GOVERNMENT AND CONSUMER SERVICES

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## ADMINISTRATION AND ENFORCEMENT OF THE STATE CONSTRUCTION CODE ACT AND CONSTRUCTION

### CODES - WHOSE RESPONSIBILITY?

By Scott Fisher, Director

the Act and codes?

Office of Local Government & Consumer Services (OLGCS)

In the past few months, the OLGCS has been repeatedly asked several questions relating to code enforcement that have not been asked as frequently in a number of years. Therefore, it was felt that providing all of you with the answers to those questions may be beneficial.

1. The first question has come to us in different forms from inspectors, elected officials and attorneys. It relates to local enforcement responsibility, the designation of an enforcing agency and whether or not a local unit of government has any responsibility once an enforcing agency is appointed.

A governmental subdivision elects to assume the responsibility for the administration and enforcement of the act and codes as prescribed by Section 8 of the Stille-DeRossett-Hale Single State Construction Code Act. Section 2(t) defines a governmental subdivision as a county, city, village, or township that has assumed responsibility for the administration and enforcement of the Act and codes.

Pursuant to Section 8b (2), the legislative body of a governmental subdivision responsible for the administration and enforcement of the Act and codes shall designate an enforcing agency that shall discharge the responsibilities of the governmental subdivision. Section 2(r) defines an enforcing agency as an agency in a governmental unit principally responsible for the administration and enforcement of applicable construction regulations.

Although the enforcing agency is the agency in the governmental subdivision that administers and enforces construction regulations for the unit of government, the governmental subdivision (county, city, village, or township) is the entity that is ultimately responsible for the administration and enforcement of the Act and codes.

2. Is it necessary for governmental subdivisions that have been granted administrative and enforcement authority to rescind their ordinances, or give their authority to another governmental subdivision if they choose to enter into an agreement with each other to jointly administer and enforce

A governmental subdivision that has been granted the authority to administer and enforce the Act and codes does not need to alter the ordinances they have on file with this office to enter into an agreement with another governmental subdivision. Governmental subdivisions can jointly administer and enforce the Act and codes as long as each of them has been granted the authority pursuant to the Act.

Governmental subdivisions that have been granted the authority to administer and enforce the Act and codes cannot relinquish that authority to any other entity except as prescribed by the Act.

3. The question as to whether or not checks, money orders or other bank drafts for permit fees can be made payable directly to an inspector has been asked by several inspectors and elected officials.

Proponents for allowing payment directly to an inspector argue that he/she is the appointed enforcing agency.

Section 22(1) of the Act states in part: "The legislative body of a governmental subdivision shall establish reasonable fees to be charged by the governmental subdivision for acts and services performed by the enforcing agency or construction board of appeals....the enforcing agency shall collect the fees established under this subsection."

It is the Bureau's position that the enforcing agency (inspector) can collect the fees on behalf of the governmental subdivision. However, the governmental subdivision is ultimately responsible for establishing the fees, collecting the fees, and recording the receipt of the fees. Once recorded, the governmental subdivision is also responsible for the proper disbursement of money generated by the fees. Therefore, all monies collected in any form for permit or plan review fees are the funds of the governmental subdivision, and all checks or bank drafts should be made payable to the unit of government.

# OFFICE OF LOCAL GOVERNMENT AND CONSUMER SERVICES (CON'T)

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4. Can monies generated by construction permits and plan reviews be used for any purposes other than to support the building department?

In these economic times, the question about the use of permit fees is one that has been asked the most in recent months. Section 22 (1) of the Act states in part, "... the legislative body of a governmental subdivision shall only use the fees generated under this section for the operation of the enforcing agency or the construction board of appeals, or both, and shall not use the fees for any other purpose."

If a question relating to a specific line item or cost allocation arises in your community, you may consider contacting the Local Audit and Finance Division of the Michigan Department of Treasury at (517) 373-3227.

If you have any questions we may be able to assist you with, please do not hesitate to contact our office at (517) 241-9347.

## PLAN REVIEW DIVISION

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### MIXED USE OR OCCUPANCY IN SCHOOL BUILDINGS

**By Todd Cordill, Assistant Chief  
Plan Review Division**

School buildings are often used for purposes other than school instruction. These other uses tend to occur at times and days other than those when school is in session. Uses other than school purposes within school buildings need to be properly classified per the Michigan Building Code (MBC). There are several classifications in Chapter 3 of the code that can be applied to mixed occupancy buildings.

The first classification is that of incidental use. Areas that comprise an incidental use shall be classified within the main use or occupancy of the building. Incidental use rooms or areas are those such as storage rooms, laundry rooms, parking garages, furnace rooms, and boiler rooms. Laboratories and paint shops are also incidental uses. Table 302.1.1 addresses various incidental use areas and their required separation from the main use or occupancy.

The second classification is that of accessory use. An accessory use is typically one that is not more than 10 percent of the area of the main use on the same story. Accessory uses need not be separated from the main use (by a fire barrier) unless a Group H (High Hazard) occupancy is involved. An accessory use shall not exceed the allowable area listed in Table 503 of the MBC.

The third classification is that of nonseparated uses. Each portion of a building shall be individually classified as to its use. The most restrictive requirements for use shall be applied to the entire building. This pertains to construction type as

well as height and area limitations.

The fourth classification is that of separated uses. With separated uses, each portion of a building is individually classified as to its use. Each portion then becomes a fire area that is required to comply with the MBC based on the use of the space.

Section 302.4 of the 2003 MBC addresses spaces used for different purposes. This section states that a room or space that is intended to be occupied at different times for different purposes shall comply with all the requirements that are applicable to each of the purposes for which the room or space will be occupied. This section applies to Kindergarten through 12th grade school buildings with assembly spaces such as auditoriums, gymnasiums, natatoriums, and cafeterias. Many times such spaces are used for community functions that are not for school purposes. Section 302.2.1 of the MBC states, "Assembly areas that are accessory to Group E are not considered separate occupancies." This section was intended to allow spaces such as libraries and band practice rooms to avoid some of the requirements of assembly occupancies. However, in many cases, spaces are used for purposes other than school. Many communities build such facilities with community support, knowing these spaces can be used by the community at-large. Thus, these types of spaces are used for different purposes.

Questions may be directed to the Plan Review Division at (517) 241-9328.

# OFFICE OF LAND SURVEY AND REMONUMENTATION

## LAND DIVISION ACT –JULY 1, 2007 – REDIVISION RIGHTS ARE HERE FOR SOME BUT NOT ALL CHILD PARCELS (PART II)

By Maynard Dyer, Director

Office of Land Survey & Remonumentation (OLS&R)

In Part I of this article issued in the Spring Bulletin, the questions “When does the 10 year clock begin for the parcel retained by the proprietor?”, “When does the 10 year clock begin for a parcel created by an exempt split or by division?”, and “When does the 10 year clock begin for a parcel created by an adjacent parcel transfer?” were discussed.

A parcel retained by a proprietor, a parcel created by exempt split and a parcel created by division begin their 10 year period for re-division rights when they are separated from the parent parcel/tract and their legal descriptions have been recorded at the county register of deeds. An adjacent parcel transfer is not a parcel that results from division or exempt split and would not accrue re-division rights.

Other questions come to mind when considering the re-division provisions of the Land Division Act.

Can a retained parcel/tract have both division rights as well as re-division rights at the same time?

Can a resulting parcel/tract created by division or exempt split have both division rights granted from the parent parcel/tract and re-division rights of a child parcel?

Can a resulting parcel that has re-division rights convey some of those rights to a parcel/tract created from it by division or exempt split?

“Division” is defined as partitioning or splitting of a parcel or tract of land ... for purposes of sale, lease of more than one year or of building development...Section 102(d), MCL 560.102(d).

“Exempt Split” is defined as partitioning or splitting of a parcel or tract of land ... that does not result in 1 or more parcels of less than 40 acres or the equivalent ...Section 102(e), MCL 560.102(e).

The Land Division Act provides in section 108(5), MCL 560.108(5):

A parcel or tract created by an exempt split or a division is not a new parent parcel or parent tract and may be further partitioned or split without being subject to the platting requirements of this act if all of the following requirements are met:

- (a) Not less than 10 years have elapsed since the parcel or tract was recorded.
- (b) The partitioning or splitting results in not more than the following number of parcels, whichever is less:

- (i) Two parcels for the first 10 acres or fraction thereof in the parcel or tract plus 1 additional parcel for each whole 10 acres in excess of the first 10 acres in the parcel or tract.
- (ii) Seven parcels or 10 parcels if one of the resulting parcels under this subsection comprises not less than 60% of the area of the parcel or tract being partitioned or split.
- (iii) The partitioning or splitting satisfies the requirements of section 109.

Both elements are required before re-division rights ripen; (1) a parcel or tract must be created by an exempt split or by a division of the parent parcel or parent tract, and (2) the description of that resulting parcel or tract must be recorded at the register of deeds for not less than 10 years. Only the simplest of factual conditions are considered for this discussion.

Can a retained parcel/tract have both division rights from the parent as well as re-division rights from a resulting parcel created by division or exempt split at the same time?

It is possible to have a retained portion of the parent parcel/tract owned with the right to make divisions left unused for 10 years. There is an argument that the unused division rights can somehow be added to the re-division rights acquired by resulting parcels/tracts. In practice, when division/exempt split occurs, new resulting parcels are created. The new parcels/tracts that result from division or exempt split have no re-division rights for 10 years thereafter. It becomes the choice of the land owner whether to use the division rights and create new resulting parcels/tracts with no immediate re-division rights or to utilize the re-division rights and forgo, forever, the remaining original division rights of the parent. Since use of division rights create separated resulting parcels/tracts at the instant of sale, lease of more than one year or building development new or different resulting parcels/tracts are created that must wait not less than 10 years before re-division rights ripen on the newly created parcel(s)/tract(s).

Can a resulting parcel/tract created by division or exempt split have both division rights granted from the parent parcel/tract and re-division rights of a child parcel?

Similar to a retained parcel/tract with division rights, a resulting parcel or tract could possess unused division rights 10 years after it was created by division or exempt split. Any division or exempt split of that resulting parcel or tract would result in two or more resulting parcels that are newly created. These newly created parcels or tracts would have no re-division rights until they had been created and their description recorded for not less than 10 years.

# OFFICE OF LAND SURVEY AND REMONUMENTATION (CON'T)

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Can a resulting parcel that has redivision rights convey some of those rights to a parcel/tract created from it by division, exempt split or adjacent parcel transfer?

No, since “a parcel or tract created by an exempt split or a division is not a new parent parcel or parent tract”, section 108(5), MCL560.108(5); and “The right to make divisions exempt from the platting requirements of this act under section 108 and this section can be transferred, but only from a parent parcel or parent tract to a parcel created from that parent parcel or parent tract,” Section

109(2), MCL560.109(2). Only division rights of the parent can be transferred, redivision rights of a child parcel cannot be transferred.

There are many other questions that could and probably will be asked as the redivision rights of parcels ripen or land owners propose redivision of their land.

Questions should be directed to OLS&R at (517) 241-6321.

## PLUMBING DIVISION PLUMBING CONTRACTORS HAVING MORE THAN ONE MASTER PLUMBER REPRESENTING THEIR BUSINESS

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By Robert Konyndyk, Chief  
Plumbing Division

Following recent license renewals, the Plumbing Division has received several calls from licensed master plumbers asking why their license no longer lists their previous company. The master licensing files were updated following the law change to list only those individuals associated with the plumbing contractor files. Those associated masters were the master plumber of record tied to the licensed plumbing contractors.

When the State Plumbing Act, 2002 PA 733, was established March 31, 2003, Section 41, (2) stated, “A plumbing contractor shall obtain permits and shall designate 1 or more licensed master plumbers employed full-time to directly supervise installations and have their name on the permit applications.” This law continues the concept of the previous law to allow

the business owner to have more than one master plumber designated by the business. The old term was “authorized master plumber”. The Plumbing Division will continue to allow that practical concept for plumbing contractors.

The Plumbing Division has developed a form for those masters and contractors seeking to list more than one designated master plumber. The form “Contractors Having More Than One Master Plumber Representative” is available on the bureau’s website. The contractor shall submit the form and masters will be required to turn in their licenses in order for the license to be re-issued with the business name.

Questions may be directed to Robert Konyndyk, Plumbing Division at (517) 241-9330.

## BOARD AND COMMISSION MEETINGS

<u>Meeting</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Barrier Free Design Board	Sept 21	9:30 am	Okemos - Conf Room 3
	Nov 16	9:30 am	Okemos – Suite 116
Board of Boiler Rules	Sept 11	9:30 am	Okemos – Conf Room 3
State Boundary Commission	Sept 20, Oct 18, Nov 15	1:30 pm	Okemos - Conf Room 3
Construction Code Commission	Sept 12	9:30 am	Okemos – Conf Room 3
Electrical Administrative Board	Oct 5	9:30 am	Okemos – Conf Room 3
Elevator Safety Board	Aug 17, Nov 2	9:30 am	Okemos – Conf Room 3
Manufactured Housing Commission	Oct 10	10:00 am	Okemos – Conf Room 3
Board of Mechanical Rules	Sept 19, Nov 14	9:00 am	Okemos – Conf Room 3
State Plumbing Board	Aug 22, Sept 18, Oct 30	10:00 am	Okemos – Conf Room 1



# PLAN REVIEW DIVISION

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## SCHOOL SITE PLAN REVIEW UPDATE

By Irvin J. Poke Chief  
Plan Review Division



The Bureau of Construction Codes' (BCC) Plan Review Division has been performing school site plan reviews since February 2004 for Public, Public Charter and Boarding Schools. Private and parochial schools are subject to local zoning approval.

The Plan Review Division provides a recommendation to the Michigan Department of Education (MDE) for approval when it determines the site plan is in compliance with the applicable criteria. The MDE site plan approval is required for all construction on school property which includes, but is not limited to, buildings, parking lots, radio/cell towers, athletic facilities and other structures. Local enforcement agencies that have school inspection delegation for construction code compliance cannot issue construction permits until the site plan is approved. BCC will also not issue any construction approvals until the site plan is approved.

The site plan criteria and approval process is listed on the bureau's website at [www.michigan.gov/bcc](http://www.michigan.gov/bcc). The review of this material before preparing submittals for approval is encouraged. It should be noted that the site acreage requirements are recommendations and not absolutes. In densely populated areas, such site sizes are unrealistic economically but every effort should be expended to acquire as much land as possible for both school and community use. Because the criteria do not cover building set-back and height limits, the local zoning requirements are used as a bench mark, as part of the purpose of the site approval process is to assure respect of the surrounding community. The site design must also devote the appropriate attention to increased parking due

to building additions, fire lanes, visual and sound screening, and photometric layouts for site lighting.

When completing the Application for School Site Plan Review, it is essential that all the information be provided to allow the review process to be as timely as possible. All of the site information and environmental approvals must be completed. The authoritative agency for each environmental approval must determine if it is required, and sign off on the application itself or issue a letter stating the approval status that is attached. For obvious reasons, we will not accept the applicant's statement that an approval has been granted or is not required.

The Revised School Code, 1976 PA 451, Section 1263, MCL 308.1263, states, "the superintendent of public instruction has exclusive jurisdiction over school site plan approval." Based on this, the MDE approves school site plans after the BCC Plan Review Division finds them in compliance with all the requirements, including those by other agencies. The Revised School Code further requires that all facilities for school purposes must be constructed in accordance with the Construction of School Buildings Act, 1937 PA 306. The Construction of School Buildings Act, Section 1b MCL 388.851b, requires all school buildings to comply with the Stille-DeRossett-Hale Single State Construction Code Act, 1972 PA 230. In accordance with 1972 PA 230, Section 11, MCL 125.1511, only "If the application conforms to this act, the code and the requirements of other applicable laws and ordinances..." may the construction permits be issued. Therefore, until the site plan is approved, construction permits cannot be issued.

Questions may be directed to the Plan Review Division at (517) 241-9328.

## BCC CONTACT INFORMATION

### Telephone Numbers:

Administration (517) 241-9302  
Office of Administrative Services (517) 335-2972  
Office of Management Services (517) 241-9313  
Boiler Division (517) 241-9334  
Building Division (517) 241-9317  
Electrical Division (517) 241-9320  
Elevator Safety Division (517) 241-9337  
Mechanical Division (517) 241-9325  
Office of Local Government & Consumer Services (517) 241-9347  
Office of Land Survey & Remonumentation (517) 241-6321  
Plan Review Division (517) 241-9328  
Plumbing Division (517) 241-9330

### Facsimile Numbers:

Administration & Office of Administrative Services (517) 241-9570  
Office of Management Services & Plumbing Div. (517) 373-8547  
Building, Electrical, Mechanical & Plan Review Div. (517) 241-9308  
Office of Land Survey & Remonumentation, Boiler & Elevator Safety Divisions (517) 241-6301

### Mailing Addresses:

P.O. Box 30254 (Codes: general correspondence)  
P.O. Box 30255 (Codes: permits, licenses, and other documents containing payment)  
P.O. Box 30704 (Office of Land Survey & Remonumentation)  
Lansing, Michigan 48909

## BCC ONLINE SERVICES

[Online License Search](#)  
[Disciplinary Action Report](#)  
[Easy Access to Permit & License Verification](#)  
[Statewide Search for Subdivision Plats](#)  
[Statewide Search for Remonumentation Data](#)  
[County Remonumentation Data Entry](#)  
[Building System Approval Reports](#)  
[Online Code Training Series](#)

## BCC QUICK LINKS

[Online Permitting](#)  
[Online License Renewals](#)  
[Codes & Standards Order Form](#)  
[Statewide Jurisdiction List](#)  
[Local School Construction Enforcement List](#)  
[Product Approvals](#)

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# LICENSE EXAMINATION DATES

<u>Examination</u>	<u>Date</u>	<u>Location</u>	<u>Deadline</u>
Boiler Installer and Repairer	Sept 5, 6	Okemos	Aug 3
Boiler National Board	Sept 11	Okemos	Aug 3
Electrical/Fire Alarm/Sign Contractor	Sept 27	Escanaba	Aug 30
Electrician - Journeyman	Sept 26	Escanaba	Aug 29
	Oct 22, 23, 24	Okemos	Sept 24
Electrician - Master	Sept 27	Escanaba	Aug 30
	Oct 25	Okemos	Sept 27
Fire Alarm Spec. Tech./Sign Spec.	Nov 13	Okemos	Oct 16
Elevator - Contractor/Cert. of Comp.	Nov 2	Okemos	Oct 12
Elevator Journeyman	Sept 18	Okemos	Aug 28
	Nov 6	Okemos	Oct 16
Mechanical Contractor	Aug 28	Escanaba	July 31
	Sept 25	Lansing	Aug 27
	Dec 4	Lansing	Nov 1
Plumbing - Contractor	Sept 26	East Lansing	
Plumbing - Master and Journey	Sept 19	East Lansing	

**Dates and times are subject to change. Visit the BCC website for updates.**

Providing for  
Michigan's Safety in the  
Built Environment